



RECORDS RETENTION AND DISPOSITION SCHEDULE

Homeland Security, Department of. Response and Recovery

Agency: Response and Recovery		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	79-3146	DISASTER BOOKS Books documenting specific disasters.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, after four (4) years.
2	2011-20	SPECIFIC EVENT FILES Documentation and graphics covering events, disasters, activities and projects of an immediate but non-historical significance.	DESTROY after five (5) calendar years.
3	2016-07	WEB EOC FILES Data entered into or attached to WebEOC may take the form of general information, photographs, preliminary damage assessments, local disaster declarations and/or general information in support of a noteworthy incident / event. Disclosure may be affected by IC 5-14-3-4(b)(19).	TRANSFER one copy of all existing electronic records, along with an index, to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, upon approval of this Record Series, and annually each January thereafter. DELETE agency copy after three (3) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	2016-08	MITIGATION GRANT - NON-PROPERTY DOCUMENTATION Non-property acquisition projects. Scope of work, application, award documentation budgets, financial information, state and local agreements, tax cards, environmental review documentation, cost benefit analysis documentation, closeout documentation, photos pre and post project, site inspection documentation. Disclosure may be affected by IC 5-14-3-4(b)(19).	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
5	2016-09	MITIGATION GRANT CLOSEOUT - PROPERTY DOCUMENTATION Property acquisition projects. Records may include applications, award documents, state and local agreements, scope of work, budgets, closeout documentation, restrictive deeds, appraisals, tax cards, closing documents, settlement statements, flood insurance claim and payout information, letters of voluntary participation, privacy disclosures, citizenship documentation, photos of property pre and post project, environmental clearance documentation, site inspection documentation, cost benefit analysis documentation. Disclosure may be affected by IC 5-14-3-4(b)(19).	MICROFILM according to 60 IAC after closeout. TRANSFER original microfilm negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN hard copies permanently within agency for reference use.